

COMMUNITY HUMAN SERVICE PARTNERSHIP (CHSP)



February 20, 2013

Dear Community Volunteer:

This year marks the 17th year that the United Way of the Big Bend, the City of Tallahassee, and Leon County will partner to form the Community Human Service Partnership (CHSP), a citizen-driven funding distribution process. The success of this nationally recognized partnership relies on citizens who participate in the funding allocation process. This year, through the CHSP process, over five million dollars will be allocated to support the delivery of local human services. We are inviting you to participate in this process as a Citizen Review Team (CRT) volunteer.

If you are able to serve in this capacity, we will place you on **one** of the twelve CHSP review teams. Your team assignment will be provided during the mandatory volunteer training session. The agency site visits will begin on **April 7 and end on June 7, 2012**. Your responsibilities as a member of a Citizens Review Team will last no more than two days and never two days in the same week. Please note that the CHSP grant distribution process operates in compliance with the Florida Sunshine Law.

In order to participate as a CRT member you need to attend one of the mandatory training sessions. Your role as a community volunteer is extremely important; and your decisions regarding how to distribute over 5 million dollars will impact thousands of our local citizens, including children, families, persons with disabilities, seniors, and homeless individuals and families!

If you are able to volunteer this year, **please sign, complete and return the Citizens Review Team Volunteer Information Form and the Workshop Confirmation & Schedule Form.** Please sign up for **ONE** session and mark it on your calendar. **Remember to keep a copy of the confirmation for yourself and return the entire form by email or regular mail by 5:00 p.m., Wednesday, March 6 to:**

Email Address: joyce.mathews@talgov.com

Joyce Mathews
City of Tallahassee
Department of Economic & Community Development
300 South Adams Street, Box # 27
Tallahassee, FL 32301

Direct Phone Line: (850) 891-6553, Switchboard: (850) 891-6500
Fax Number: (850) 891-6592

If you have any questions, please call any CHSP staff member listed below. Your contribution to this effort is highly appreciated by your community!

With Sincere Regards.

Arnold McKay, United Way
Community Investment Director
850-414-0844

Pat Holliday, City of Tallahassee
Human Services Supervisor
850-891-6524

Tiffany Harris, Leon County
Human Service Analyst
850-606-1922

COMMUNITY HUMAN SERVICE PARTNERSHIP



2013/2014 CITIZENS REVIEW TEAM VOLUNTEER INFORMATION FORM

- 1) Name: _____
- 2) Place of employment: _____
(Circle one: Home or Work)
- 3) Mailing address: _____

- 4) Telephone: (Work) _____ (Home) _____ (Fax) _____
(Cell) _____ E-Mail Address: _____
- 5) Have you previously served as a Citizen's Review Team volunteer? Yes _____ No _____
If you answered yes, how many years have you served?
- 6) List the days you will not be available between **April 9 and June 7** for agency visits:

- 7) To ensure that you will not be assigned to a team reviewing an agency that you may have a **conflict of interest** (including a perceived *conflict of interest*) either positive or negative, please list the names of all agencies that this criteria would be applicable to. (Examples applicable to this criteria include: being employed or receiving monetary compensation from the agency, serving on an agency's board or committee, volunteering with an agency, being related to agency staff, filing a grievance, disagreeing with the services provided by the agency, etc.)

8) CHSP staff makes every effort to create appropriately balanced review teams. To assist with this process, please provide the following information (check all that apply):

Gender:

☐ Male

☐ Female

Ethnicity:

☐ Caucasian

☐ African American

☐ Hispanic/Latino

☐ Native American

☐ Asian

☐ Other _____

Skills/Background/Occupation: ☐ Social Work/Human Services

☐ Financial (banking/accounting) ☐ Education/Educator ☐ Homemaker

☐ Government Employee (State, County, City) ☐ Small Business Owner

☐ Business ☐ Non-Profit ☐ Legal ☐ Medical ☐ Religious

☐ Community/Neighborhood Volunteer/Advocate ☐ Self Employed

☐ Human Resources ☐ Other _____

I certify that the above information is correct as of the date below. I will notify CHSP staff if any pertinent information changes prior to my team assignment. Further, I will immediately notify CHSP staff if there is a real or perceived *conflict of interest* with any agency to which I may be assigned.

Signature

Date

TRAINING SCHEDULE & WORKSHOP ATTENDANCE CONFIRMATION SECTION

Please sign up for **ONE** session and mark it on your calendar. All training sessions will be held at the Early Learning Coalition, located at **1940 N. Monroe Street; Suite 70** (Northwood Centre). ***Lunch will be provided.***

☐ **Thursday, March 21**
10:00 a.m. – 3:30 p.m.

☐ **Friday, March 22**
10:00 a.m. – 3:30 p.m.

☐ **Monday, March 25**
10:00 a.m. – 3:30 p.m.

☐ **Tuesday, March 26**
10:00 a.m. – 3:30 p.m.



**Please return the entire form by email or regular mail by: 5:00 p.m.,
Wednesday, March 6th to:**

Joyce Mathews
City of Tallahassee
Department of Economic & Community Development
300 South Adams Street, Box B-27
Tallahassee, FL 32301
Email Address: joyce.mathews@talgov.com
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**The Community Human Service Partnership
FY 2012/13
WORKSHOP ATTENDANCE CONFIRMATION FORM**

Please sign up for ONE session and mark it on your calendar. All training sessions will be held at the Early Learning Coalition, located at 1940 N. Monroe Street Suite 70 (Northwood Centre). *Lunch will be provided.*

Please note which training you will be attending and keep this copy for your records. You will not receive any further confirmation from CHSP. If you have questions, please call Joyce Mathews at 891-6553.

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